

InMail Auto Attendant

Main Greeting

To access the help menu

1. From 101 press the message key.
2. When in the mailbox dial 72 to access the system admin.
3. Dial 0

To record Main greeting

1. From 101 press Message key
2. When in mailbox dial 72 to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 001.
4. Press [REC] softkey and record Day main greeting.
5. Press [Exit] when done and hang up.

To record directory greeting if you don't want to use the default.

1. From 101 press Message key
2. When in mailbox dial 72 to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 004.
4. Press [REC] softkey and record directory greeting.
5. Press [Exit] when done and hang up.

To record Night greeting

1. From 101 press Message key
2. When in mailbox dial 72 to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 002.
4. Press [REC] softkey and record Night main greeting.
5. Press [Exit] when done and hang up.

To record Weekend greeting (If Needed)

1. From 101 press Message key
2. When in mailbox dial 72 to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 003.
4. Press [REC] softkey and record Weekend main greeting.
5. Press [Exit] when done and hang up.